



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 622, Sacramento, CA 95814

Issue Date: September 25, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Georgienne Brandon, (916) 322-5215,

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-1139-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of the Senior Accounting Officer (Supervisor), this position is responsible for providing administrative support for the Departmental Accounting Office, which includes performing duties for the reception desk and filing. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Answer Departmental Accounting Office (DAO) multi-line telephone system, as well as backup phone support to Administration staff. Screen incoming calls and front desk visitors and direct them to the appropriate staff member. Open, review, sort, date, time stamp, and distribute daily incoming mail.
- Copy and fax the daily transmission of all remittances reported to State Treasurer and State Controller. Type bank deposits, claim schedules, and claim schedule remittance advices for revolving fund, special funds and general fund. Classify cash receipts on a daily basis. Type and maintain cash log and prepare daily transmittal letter of all checks received and deposited by DAO, California Institute for Regenerative Medicine (CIRM) and California Senior Legislature (CSL). Type transmittal letters for misrouted checks received and send to the appropriate divisions or agency.
- Type, log, and track incoming documents using Excel spreadsheet for SCO, CIRM and CSL. Order supplies and develop an inventory and purchasing tracking process in order to maintain office supplies.
- Assemble all claim schedules for the State Controller's Office, California Institute for Regenerative Medicine, and California Senior Legislature's payables and Revolving Fund reimbursement. Run tape



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



of all claims and prepare claim schedule Std. 218 face sheets for payment.

- Reconcile monthly Cal-Card statement for DAO to ensure that invoices are accurate and payment is submitted timely. Accountable for all subsidized commuter transit sales and daily reconciliation of those sales. Backup and perform daily messenger runs to all SCO divisions within building, State Treasurer, and other outside entities or agencies as needed.
- Type and update revised information to the reception desk office procedures manual. Transmits and distributes all facsimile documents which includes the analysis of documents to determine appropriate action to be taken. Maintain and organize copy area ensuring that all equipment is functioning properly. Coordinates repairs for all office equipment.
- Special Projects as required.

DESIRABLE QUALIFICATIONS

- Ability to meet deadlines.
- Flexible.
- Punctual and dependable.
- Ability to work well with others.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 622

Sacramento, CA 95814

Attn: Georgienne Brandon

SROA and Surplus candidates should attach "surplus letters" to application. Failure to do so may result in application not being considered.